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**UNITED STATES MISSION POLAND**  
**VACANCY ANNOUNCEMENT**

<b>No. 12-02</b>	<b>AGRICULTURAL SPECIALIST</b>	<b>January 17, 2012</b>
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<b>OPEN TO:</b>	<b>All Interested Candidates</b>
<b>POSITION:</b>	<b>Agricultural Specialist, FSN-9/FP-5 (entry level)*, FSN-11/FP-4 (target level)*</b>
<b>OPENING DATE:</b>	<b>January 17, 2012</b>
<b>CLOSING DATE:</b>	<b>February 17, 2012</b>
<b>WORK HOURS:</b>	<b>Full-Time (40 hours per week)</b>
<b>SALARY:</b>	<b>*Not-Ordinarily Resident: US\$ 50,043 (yearly gross starting salary) (Entry Level Position Grade: FP-5 to be confirmed by Washington) US\$ 61,759 (yearly gross salary at the FP-4 Target Level) *Ordinarily Resident: PLN 108,296 (yearly gross starting salary) (Entry Level Position Grade: FSN-9) PLN 151,243 (yearly gross salary at the FSN-11 Target Level)</b>

**IMPORTANT NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Embassy in Warsaw is seeking an individual for the position of Agricultural Specialist (Crop Specialist) in the Foreign Agricultural Service.

**BASIC FUNCTION OF POSITION**

The position's region of responsibility is a major export destination for U.S. agricultural products and includes Poland, Lithuania, Latvia, Estonia (the Baltics), the Czech Republic and Slovakia. All of these countries are key participants in international agricultural trade policy as both EU Member States and as independent members. Therefore, an essential component of the position is keeping abreast and reporting on positions as well as informing and influencing decisions of these countries in the international fora. In addition, although they are all EU members, their import and export procedures, particularly the very complex sanitary and phytosanitary measures, are handled differently country by country. This position is focused on issues related to crops such as wheat, rye, corn, sugar beets, rapeseed, among others, and their end uses in the milling, feed, processing or energy industries (biofuels). The crop analyst must understand the agricultural sciences and economics involved in field crop production. The incumbent must track crop progress and identify policy trends that influence the production and uses for crops. The incumbent must monitor changes and keep abreast of the latest science to inform the private sector on the region's market access policies and negotiate trade procedures to ease the flow of U.S. agricultural products into the region. Therefore it is imperative that the Office of Agricultural Affairs (OAA) be in close contact, at the highest levels, with the Government of Poland, and the Baltics to obtain, analyze, and disseminate information, develop agreements, and communicate U.S. Department of Agriculture (USDA) positions on both technical trade and agricultural policy issues. To this end, the Agricultural Specialist maintains a network of high-level contacts in the member states, up to and including the Ministers of Agriculture and senior staff throughout the governments and Brussels EU delegations and representatives to facilitate our communication. In addition, the incumbent must analyze a collection of complex information critical to the development of USDA trade policy decision making. The incumbent plays a major role in all these functions and advises the Agricultural Counselor (AC) on policy strategies.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office ext. 2275.

**QUALIFICATIONS REQUIRED**

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***NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.***

1. Education: Masters degree in any of the Agricultural Sciences is required (land management, plant or crop science and experience in agricultural economics).
2. Prior Work Experience: At least five years of progressively responsible experience in business or economic aspects of agriculture is required.
3. Language Proficiency: Level 4 (fluent) speaking/reading/writing English and Polish is required.
4. Job Knowledge: A thorough understanding of USDA agricultural policies, regulations and procedures related to crop and plants and a similar understanding of Polish laws, policies, regulations and procedures pertaining to imports and exports is required. A thorough knowledge of market mechanisms, constraints and practices for various agricultural commodities and processed foods in Poland, and the opportunities for U.S. products on this market is required. High level of knowledge and understanding of diplomatic protocol in contacts with high level government and private officials is required. An expert understanding of the state of agricultural development in the host country and the policies pertaining to agricultural development and trade is required.
5. Skills and abilities: Ability to obtain both published and unpublished information and data relating to agricultural developments including legislative, regulatory and procedural changes is required. Expert level skills in market and trade policy analysis is required. Ability to analyze and evaluate data and draft analytical reports in clear and grammatically correct English under tight deadlines is required. Ability to develop and maintain an extensive range of contacts in the host government and private sector, including contacts at senior levels is required. Experience in use of computer/internet, e-mail, spreadsheet, word-processing and Notes software is required. Aptitude and ability in using office automated data and word processing equipment and software packages in English and Polish is required.

## SELECTION PROCESS

When fully qualified, U.S. Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required above qualifications in the application.

Candidates for employment are normally hired at the first step. In some instances, candidates may be appointed at a higher step when exceptional qualifications or previous U.S. Government service so warrant. In such a case, the Human Resources Officer will determine the salary.

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower level or the position may be re-advertised.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a non-sensitive security clearance and a medical clearance.

## TO APPLY

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Interested applicants for this position should submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UEA (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### SUBMIT APPLICATION TO

Human Resources Office  
U.S. Embassy  
Al. Ujazdowskie 29/31  
00-540 Warsaw  
e-mail: WarsawHRApplications@state.gov  
Fax: 22- 504-2265

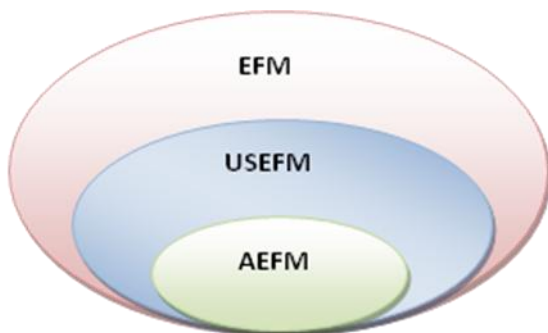
### CLOSING DATE FOR THIS POSITION: February 17, 2012

The US Mission in Poland provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DISTRIBUTION: All Employees of the Mission

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

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1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is* a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is* listed on the travel orders *or approved Form [OF-126](#), Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

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4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers

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- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, *provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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